

Holiday Guidance for Transit Supervisors

For Use when Editing Timecards for Bus Operators

The following guidance is provided to Transit Supervisors for use in recording hours for Bus Operators in Mctime on County observed holidays. Important note: action required by Transit Supervisors is based upon several factors including whether the employee has a pick schedule that displays in Mctime for the week that includes the holiday, whether the employee was scheduled to work or not on the holiday and whether the employee actually worked on the holiday or enjoyed a day off.

Guidance regarding Bus Operators with a pick schedule (as imported from the transit scheduling system) is included in Section A below.

Guidance regarding Bus Operators that do not have a pick schedule (i.e. Relief Drivers) is shown in Section B below.

Section A - Bus Operators with a Pick Schedule

- **Bus Operators that work on the actual holiday -**

Bus Operators that actually work on the holiday will receive Regular pay and HP1 – Holiday Premium Pay at 1.5 for hours worked up to 8 hours or 10 hours (based on regular work schedule). All shift differentials will be calculated automatically. Overtime pay at 1.5 will be calculated when hours worked for the day exceeds 8 (or 10, if working a 10 hour day schedule).

Action required by Transit Supervisor – Record hours worked by entering actual shift start and end times. Supervisor must record a work rule transfer to change the employee's work rule to *MCGEO Trans Reg FT NE R10* when the employee works a 10 hour/day schedule.

- **Bus Operators normally scheduled to work on the holiday that do not work -**

Employees that are scheduled to work on the holiday that do **not** work will receive Holiday Leave for the regular hours that they would normally be scheduled to work (8 or 10 hours depending upon their schedule). Holiday Leave should automatically populate the timecard. Scheduled hours must be reflected in the employee schedule in Mctime in order for the Holiday Leave to display.

Holiday Leave will be reflected as Regular pay on the employee's pay stub.

Action required by Transit Supervisor – Verify that Holiday Leave has been correctly calculated and recorded by Mctime on the line that displays the holiday. The holiday row is an uneditable field. If necessary, *HOL – Holiday Leave* may be added by inserting a new row into the timecard.

- **Bus Operators not scheduled to work on the holiday that do not work-**

Employees that are normally scheduled to be off on the holiday that do not work are eligible to receive compensatory leave as their holiday benefit. Compensatory leave hours equivalent to the employee's normal workday (8 hours or 10 hours) should be recorded for the holiday.

Action required by Transit Supervisor – Supervisors should insert a row into the timecard and should select the pay code *CLH – Comp Leave Earned for Holiday* should be recorded. The hours should be recorded on the actual holiday in the timecard.

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Section B - Bus Operators that are NOT included in the Pick Schedule (Relief Operators)

- **Bus Operators that work on the actual holiday -**

Bus Operators that actually work on the holiday will receive Regular pay and HP1 – Holiday Premium Pay at 1.5 for hours worked up to 8 hours or 10 hours (based on regular work schedule). All shift differentials will be calculated automatically. Overtime pay at 1.5 will be calculated when hours worked for the day exceeds 8 (or 10, if working a 10 hour day schedule).

Action required by Transit Supervisor – Record hours worked by entering actual shift start and end times. Supervisor must record a work rule transfer to change the employee's work rule to MCGEO Trans Reg FT NE R10 when the employee works a 10 hour/day schedule.

- **Bus Operators normally scheduled to work on the holiday that do not work -**

Employees that are normally scheduled to work on the holiday that do **not** work should receive Holiday Leave for the regular hours that they would normally be scheduled to work (8 or 10 hours depending upon their schedule). Holiday Leave will be reflected as Regular pay on the employee's pay stub.

Action required by Transit Supervisor – Supervisors must record Holiday Leave in the timecard. A new row should be inserted and the pay code *HOL - Holiday Leave* should be selected. The appropriate number of hours (8 or 10) should be recorded on the actual holiday in the timecard.

- **Bus Operators that are not scheduled to work on the holiday that do not work -**

Employees that are normally scheduled to be off on the holiday that do not work are eligible to receive compensatory leave as their holiday benefit. Compensatory leave hours equivalent to the employee's normal workday (8 hours or 10 hours) should be recorded on the holiday.

Action required by Transit Supervisor – Supervisors should insert a row into the timecard and should select the pay code *CLH – Comp Lv Earned for Holiday* should be recorded. The hours should be recorded on the holiday in the timecard.